

VITAL MATERIALS REPORT FOR WEEK ENDING - 20 AUGUST 1954

| 1. <u>TYPES OF MATERIAL</u> | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet) | | | |
| Documents | 1.3 | .2 | 175.4 |
| Maps | 4.1 | 0 | 47.5 |
| Negatives | 0 | 0 | 125.2 |
| Cards (other than IBM) | 0 | 0 | 4.2 |
| Total | 5.4 | .2 | 352.3 |
| B. (Measured by actual count) | | | |
| Cards (IBM) | 87,186 | 12,043 | 4,001,510 |
| Film (Reels) 35mm | 51 | 0 | 5,582 |
| Film (Reels) 16mm | 0 | 0 | 2,101 |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| Commo | 1 |
| OCD | 1 |
| OCI | 1 |
| ORR | 1 |
| **OSI | 2 |
| *DD/P | 31 |
| | 37 |

3. ACTIVITY OF OFFICE PROGRAMS

| | |
|---|----|
| A. Total Offices | 21 |
| 1. Number of Offices Depositing | 20 |
| 2. Number of Offices Not Depositing | 1 |
| (Audit Office - Letter of Exception 5 Feb 52) | |
| B. Number of Offices With Established Schedule | 10 |
| C. Number of Offices in Which Schedules are to be Established | 10 |
| D. Offices Depositing This Week | 6 |
| E. Offices Delinquent in Depositing | 1 |
| (No deposit in last 30 days) | |
| Director's Office - No deposit since 18 June 1954 | |

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.